

Office of Human Resources

FAQs

Benefits & Payroll

How do I get a replacement insurance card?

- If you need to order a replacement card, this can easily be done by phone or online. The following link will provide full instructions and contact information for your specific plan provider: <http://www.eip.sc.gov/publications/Cards.pdf>

How can I change my bank information for direct deposit?

- There are two ways to change your direct deposit account information. You may complete the paper form found here: http://www.scdps.gov/ohr/hrforms/miscellaneous/misc_election_change.pdf
- Or, you can log in to your [MySCEmployee](#) account and make this change. After you have logged in, go to the Employee Self-Service Tab and click on “My Pay”. Next you will click the link for “Bank Information” and then click “Edit” to make any changes. After you have entered your changes, remember to hit “Review” and then “Save”.

How do I update my tax withholdings?

- There are two ways to change tax withholding information. You may complete the paper form found here: http://www.scdps.gov/ohr/hrforms/miscellaneous/misc_wi.pdf
- Or, you can log in to your [MySCEmployee](#) account and make this change. After you have logged in, go to the Employee Self-Service Tab and click on “My Pay”. Next, you will click the link for “W-4 Tax Withholding” and then click “Edit” in the state and federal sections to make any changes. After you have entered your changes, remember to hit “Review” and then “Save”.

How do I update my address?

- There are two ways to update your address. You may complete the paper form found here: http://www.scdps.gov/ohr/hrforms/miscellaneous/misc_na.pdf
- Or, you may also log in to your [MySCEmployee](#) account and make this change. After you have logged in, go to the Employee Self-Service Tab and click on “My Personal Info”. Next you will click the link for “Addresses and Emergency Contact Information”. You can edit both your Permanent Residence and your Emergency Contact address. After you have entered your changes, remember to hit “Review” and then “Save”. This will update your address in SCEIS, however you will also want to update your address with PEBA Retirement Benefits, PEBA Insurance Benefits, SC Deferred Compensation, and any other private policies you may have. You may forward a signed address change form to the following addresses:
 - o PEBA Insurance Benefits
PO Box 11611

- Columbia, SC 29211
 - PEBA Retirement Benefits
PO Box 11960
Columbia, SC 29211
 - SC Deferred Compensation/ Great West Retirement Services
P. O. Box 173764
Denver, CO 80217-3764
- You can update your address online with PEBA Insurance Benefits by logging into your [MyBenefits](#) site, and you can update your retirement account online by going to the PEBA Retirement Benefits' [Member Access](#) page and signing in.
- Also, you can contact PEBA by the phone at 803-737-6800 (Retirement) or (803) 734-0678 (Insurance) and make the changes over the phone if you are an active employee (non-retired).

I have a new son/daughter/spouse. What do I need to do to add them to my insurance?

- Please contact a member of the benefits staff for guidance on proper forms and supporting documents that will be needed for submission.
 - Patty Duggan: 803-896-8018
 - Alex Wilcox: 803-896-8190
 - Shakwana Woodard: 803-896-7925
- You may also reference PEBA's website [here](#) for detailed instructions and a complete list of Special Eligibility Situations that allow for insurance changes.
 - Reminder: All changes must be made within **31** days of the date of the special eligibility event.

How do I find out the balance that is in my SCRS or PORS retirement account?

- You may call PEBA directly (803-737-6800) and request that a copy of your retirement statement be mailed to your home address.
- You may request a member of the OHR Benefits Staff print a statement off for you and route the information to you.
- Or, you can sign up for PEBA Member Access. This is an online account for your retirement where you can access updated account information and update your address from your home computer. Simply go to [Member Access](#) and click "Register Now". The site will guide you through a step-by-step account set up. If you experience any troubles gaining access you may contact PEBA for technical assistance. To begin the registration please have the following information readily available:
 - Last name
 - Social Security number
 - Date of birth
 - A valid email address
 - *Retirees Only*- The net or gross amount of one of your most recent monthly annuity payments if you receive a monthly payment or deferral under the TERI program.

Recently I changed bank accounts, but my check did not get deposited into the new account, when will I see the change reflected?

- Typically, it takes up to 2 pay periods before the change is reflected. Before being alarmed that you did not get paid, please check with OHR/Payroll to determine whether or not you received a paper check.
 - o Gwen Autrey: *Payroll Specialist* 803-896-8082
 - o Mallory Sharpe: *Payroll Supervisor* 803-896-9762

Workers' Compensation

I have received a medical bill related to my Workers' Compensation Claim, who do I send this bill to?

- Send any bills to Paula Crockett to forward to the State Accident Fund.

Employee Performance Management System

Where can I find the EPMS Short Year Performance Review Check Off Form?

- Click [here](#) to access all EPMS forms.

Classification and Compensation

I am a new hire, how do I access SCEIS?

- Once OHR inputs the new employee in SCEIS, they will send out a new hire communication form that has instructions on how to log into SCEIS. These instructions will also direct the new employee where to go in SCEIS to change their password after the initial login.

Employment

How can I apply for an internal posting with SCDPS?

- You will need to complete a state government application and submit the application to the Office of Human Resources-Employment. Click [here](#) to access all Employment forms.

I am buying a home; who can verify my employment for the lender?

- Requests for employment verification can be completed in your [MySCEmployee](#) account. After logging in, click on the "Employee Self-Service" tab and select the "My Pay" link. Click on "Employment Verification" and submit your information. Your request will be processed and returned to you by fax or mail at the address you provide. You also have the option to have this request sent directly to your lender. You may also submit a request for employment verification to Ms. Anna Brown.